

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ.NO.

5. PROJECT NO. (If applicable)

0002

02/27/2007

6. ISSUED BY

CODE

AMQ0210-ARC

7. ADMINISTERED BY (If other than Item 6)

CODE

AMQ240-ARC

AMQ-210 CONTRACTING TEAM
FAA AERONAUTICAL CENTER
PO BOX 25082
MPB ROOM 312
OKLAHOMA CITY OK 73125

AMQ-240 CONTRACT MANAGEMENT TEAM
FAA AERONAUTICAL CENTER
PO BOX 25082
MPB ROOM 302
OKLAHOMA CITY OK 73125

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

KENROB & ASSOCIATES INC
KENROB INFORMATION TECHNOLOGY SOLUTIONS, INC.
44084 RIVERSIDE PKWY, SUITE 125
LEESBURG VA 20176

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
DTFAAC-06-D-00090

10B. DATED (SEE ITEM 13)

08/18/2006

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended. is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required.)

\$0.00

See Schedule

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

- A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
- B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14.
- C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO THE AUTHORITY OF:
Changes Clause 3.10.1-12
- D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not. is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

I. This Modification No. 0002 is issued to replace original Statement of Work (SOW) for Task 1, Clin 0001, with the attached Statement of Work, Revision 1. Attached "mapping" from the original SOW to SOW, Revision 1, is attached for clarification and reference between the original and revised SOWs.

II. Task 1 completion date remains March 9, 2007.

III. Due to I. above, the amount for task 1 remains unchanged at \$367,979.00.

As provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

Alba Apolito-Howes

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Chris L. Lowmiller

15B. CONTRACTOR/OFFEROR

Alba Apolito-Howes

15C. DATE SIGNED

3/1/07

16B. CONTRACT AUTHORITY

Chris Lowmiller

16C. DATE SIGNED

3-8-07

STATEMENT OF WORK

FAA Mike Monroney Aeronautical Center PMO Implementation Plan-Task 1, Revision 0001 Contract Modification 0002

1.1 Scope of work

The contractor shall provide the Mike Monroney Aeronautical Center ("the Center") with a clear definition of its Project Management Office (PMO), software tools to support its staff, and an implementation plan to cover immediate and long term needs. Requirements for setting up the Center's PMO are described herein as a phased approach with the details as to the final deliverables at Paragraph 2.

1.2 Project Management Methodology

1.2.1 Phase I – Initial Project Management Methodology Ready for Pilot (60 days implementation milestone):

Definitions and implementation plans for phase one should include:

- 1.2.1.1 Project framework methodology
- 1.2.1.2 High-level assessment on current project management practices
- 1.2.1.3 Pilot project selection and pilot project kickoff
 - Up to five (5) pilots at 40 hours each

1.2.2 Phase II –Initial PM Methodology Ready for Deployment (90 days implementation milestone):

Definitions and implementation plans for Phase 2 should include:

- 1.2.2.1 Project management practices for initial deployment
- 1.2.2.2 Project management training, including at the customer's discretion:
 - PM for Managers training
 - PM overview training for Project Managers
 - Development of Initial PM Methodology training
 - Initial PM Methodology training
- 1.2.2.3 Initial methodology guidelines for managing small and large customer projects
- 1.2.2.4 Project data repository
- 1.2.2.5 Evaluation and incorporation of pilot project results

1.3 PMO Setup for 2007

1.3.1 Phase 1 – PMO Concept of Operations (60 days implementation milestone):

Definitions and implementation plans for phase one should include:

- 1.3.1.1 Proposed Concept of Operations

1.3.2 Phase 2 – PMO Governance (90 days implementation milestone):

Definitions and implementation plans for phase 2 should include:

- 1.3.2.1 Approved Concept of Operations
- 1.3.2.2 PMO Governance policies, processes, and procedures, including organizational roles and responsibilities to manage the

PMO Structure

1.3.2.3 Organization Change Management Plan

1.3.2.4 Organization Change Management activities

Contractor shall provide consultation and subject matter expert support on PMO development and progress to the designated representative of the Center's Director's Management Team.

2. DELIVERABLES:

2.1 Contractor shall perform a high-level assessment of the Center's PM practices using OPM3 guidelines (from the Project Management Institute) and deliver results in writing within 30 calendar days of issuance of the task order with recommendations for improvement.

2.2 Contractor shall provide a PMO Concept of Operations and develop a Microsoft Project Plan within 90 calendar days of acceptance of the assessment deliverables to build out the AMC PMO in phases. The plans should also include resources required to set up a fully functional PMO for 2007. Plans should include:

2.2.1 "To be" Model of AMC PMO

2.2.1.1 Future state vision

2.2.1.2 Organizational structure

2.2.1.3 PMO staff training plan

2.2.2 Microsoft Project schedule of activities to establish PMO

2.3 Contractor shall provide governance model and associated policy and processes in writing necessary to run an effective PMO within 90 calendar days of acceptance of the phase one deliverables. Contractor shall evaluate existing governance models. The governance model shall also include:

2.3.1 Clear identification of how the PMO fits into the Center's workflows

2.3.2 Roles and responsibilities in relation to other PMOs

2.3.3 Organizational change management plan including key activities that need to be performed to ensure that Center employees and management adoption occurs

2.4 Contractor shall deliver a PMO toolkit that contains project management documents, templates and train Center PMO lead within 90 calendar days of acceptance of the phase one deliverables. Toolkit may be developed in-house or tailored from a third party commercial-off-the-shelf (COTS) product that meets the Center's requirements. Any toolkit developed must be compatible with and lend itself to interfacing with Oracle's Enterprise Project Collaboration software, which the Center has already licensed (note that the required upgrade has been postponed.)

Collectively the PMO toolkit, governance, policy and documentation will satisfy OMB reporting requirements and provide sufficient detail for managing separate or multiple projects under one project plan. Minimum components of the PMO toolkit include:

2.4.1 Project repository

2.4.2 Initial project management methodology, which includes (as determined with the customer):

2.4.2.1 Project charter template. Includes charter outline and associated criteria for selecting project and prioritization.

2.4.2.2 Project management plan template. Includes scope description and identification of project deliverables.

- 2.4.2.3 Project execution checklist to ensure that project execution proceeds smoothly.
- 2.4.2.4 Project status report template to standardize project reporting
- 2.4.2.5 Scope change management plan template to manage changes in customer requirements that impact scope and project plan
- 2.4.2.6 Project closeout checklist for appropriate closeout of projects.
- 2.4.2.7 Lessons learned template to document what worked on the project and what should be improved on future projects.

**MMAC PMO Implementation Plan - Task 1
Mapping of Original SOW to Proposed Modification 2**

Original SOW item		Proposed Modification	
Item Number	Content	Item Number	Content
--	No equivalent	1.0	Added section describing changes made in this Modification
1.1	Scope of Work - high-level statement	1.1	Deleted reference to software tools, per M. Melendez correspondence and approval, 10/20/06-11/21/06, and Modification No. 0001
1.2	Phase 1	1.2	New section title - Project Management Methodology
--	No equivalent	1.2.1	Change to Phase 1 - Contains Phase 1 activities to development the PM Methodology
1.2.1	Activity: Project framework methodology	1.2.1.1	New item number for 1.2.1. Activity is unchanged.
1.2.2	Activity: High-level assessment on current project management practices	1.2.1.2	New item number for 1.2.2. Activity is unchanged.
1.2.3	Activity: Project data repository needs	--	Moved to PM Methodology, Phase 2, item 1.2.2.4
1.2.4	Activity: Pilot project selection and pilot project kickoff	1.2.1.3	New item number for 1.2.4. Activity is unchanged, but the number of pilots has been increased and specified as 'up to 5 pilots @ 40 hours each. See M. Melendez correspondence and approval, 10/20/06-11/21/06, and Modification No. 0001
1.2.5	Activity: Required software tools (Section 508 compliant)	--	Deleted due to MMAC Oracle upgrade postponement. See M. Melendez correspondence and approval, 10/20/06-11/21/06.
1.2.6	Activity: Organizational roles and responsibilities to manage effectively PMO structure	1.3.2.2	Moved to PMO Setup for 2007, Phase 2, Item 1.3.2.2
--	Added for clarity	1.2.2	New Phase 2 for PM Methodology development
--	No equivalent	1.2.2.2	Added a new activity: PM training. Specified courses and # of hours. Courses and numbers of offerings will be determined by the client, as appropriate.
1.3	Moved and renamed (see below after item 1.3.5, same column)	--	--
1.3.1	Activity: End state project management practices	1.2.2.1	New item number for 1.3.1. Activity renamed Project management practices for initial deployment
1.3.2	Activity: End state roles and responsibilities by organization/function	1.3.2.2	Combined with 1.2.6 and moved to 1.3.2.2. The combined activity is renamed PMO Governance, etc.

**MMAC PMO Implementation Plan - Task 1
Mapping of Original SOW to Proposed Modification 2**

1.3.3	Activity: Implementation of software tools and work methods for their use	--	Deleted due to MMAC Oracle upgrade postponement. See M. Melendez correspondence and approval, 10/20/06-1/21/06, and Modification No. 0001
1.3.4	Activity: Standardized framework methodology to manage small and large customer projects	1.2.2.3	New item number for 1.3.4. Activity renamed Initial methodology guidelines for managing small and large projects
--	Formerly item 1.2.3	1.2.2.4	Project data repository
1.3.5	Activity: Evaluation and incorporation of pilot project results into PMO	1.2.2.5	New item number for 1.3.5. Name modified to correctly refer to the activity - Evaluation and incorporation of pilot project results

**MMAC PMO Implementation Plan - Task 1
Mapping of Original SOW to Proposed Modification 2**

1.3	Phase 2	1.3	New section title - PMO Setup for 2007
		1.3.1	New Phase 1 - PMO Concept of Operations
		1.3.1.1	New activity - Proposed Concept of Operations
		1.3.2	New Phase 2 - PMO Governance
		1.3.2.1	New activity - Approved Concept of Operations
		1.3.2.2	Formerly 1.2.6 and 1.3.2 - Renamed to PMO
		1.3.2.3	Governance policies, processes, and procedures
		1.3.2.4	Both activities are formerly 2.2.6 under section 2, Deliverables, in subsection 2.2
2	DELIVERABLES	2	No change
2.1	Contractor shall perform a high-level assessment of MMAC ...	2.1	No change
2.2	Contractor shall develop Microsoft Project Plans ...	2.2	Changed to Contractor shall provide a PMO Concept of Operations ...
2.2.1	"To be" Model of MMAC PMO	2.2.1	No change
--	No equivalent		
2.2.1.1	Organizational structure	2.2.1.1	New activity - Future State Vision
2.2.1.2	Roles/responsibilities	2.2.1.2	Formerly 2.2.1.1
2.2.1.3	Staffing requirements	--	Deleted. Not required for 2007.
2.2.2	Schedule of activities to establish PMO	--	
2.2.3	Project framework methodology	2.2.2	Same, name modified to include "Microsoft Project"
2.2.4	Project management practice assessment	--	Moved to 2.4.2. Renamed Initial project management methodology
2.2.5	Training plan for key PMO resources	--	Deleted - Redundant with 1.2.1.2
2.2.6	Organizational change management plan	2.2.1.3	Now 2.2.1.3, Renamed PMO staff training plans
2.2.6.1	Define key activities that need to be performed to ensure ...	--	Now 2.3.3
2.3	Contractor shall provide governance model ...	--	Covered by 2.3.3
		2.3	Same high-level description, with three new specific activities
		2.3.1	Renamed Clear identification of how the PMO fits into the Center's workflows
		2.3.2	Renamed Roles and responsibilities in relation to other PMOs
		2.3.3	Organizational change management plan. Formerly 2.2.6 and half of 2.4.2

**MMAC PMO Implementation Plan - Task 1
Mapping of Original SOW to Proposed Modification 2**

2.4	Contractor shall deliver a PMO web-enables toolkit ...	2.4	Contractor shall deliver a PMO toolkit ... Career path postponed to a later time (deleted). Note that the Oracle work has been postponed also. See M. Melendez correspondence and approval, 10/20/06-11/21/06.
--	Added as a specific deliverable, as part of the PMO toolkit	2.4.1	Project repository. Formerly 1.2.3, now also Activity item 1.2.2.4
--	Added for clarity	2.4.2	New heading - Initial project management methodology, which includes ...
2.4.1	Project charter	2.4.2.1	Project charter template. Formerly 2.4.1
2.4.2	Scope document and change management plan	2.3.3 & 2.4.2.5	Now covered by 2.3.3 (above) and 2.4.2.5 (below)
2.4.3	Project/schedule management plan	2.4.2.2	Project management plan template. Formerly 2.4.3 without the schedule management plan.
		2.4.2.3	New - Project execution checklist
		2.4.2.4	New - Project status report template
--	Changes to elements of Initial PM Methodology, per client request	2.4.2.5	Formerly 2.4.2, minus change management plan which is a separate item (2.3.3)
		2.4.2.6	New - Project closeout checklist
		2.4.2.7	New - Lessons learned template
2.4.4	Risk management plan	2.4.2.1 & 2.4.2.2	Initial risk management plan covered in Project Charter (2.4.2.1) and Project management plan (2.4.2.2)
2.4.5	Organizational management plan	2.3.3	Covered by 2.3.3
2.4.5.1	Clear identification of customer support handoffs ...	--	Now 2.3.2
2.4.6	Staffing management plan		
2.4.7	Quality management plan		
2.4.8	Communications plan		
2.4.9	Work authorization plan		
		--	Postponed to a subsequent phase of the PM Methodology, per client request.